

Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of a meeting of **NORMANDY PARISH COUNCIL ESTATES & FACILITIES COMMITTEE** held at the **ROYAL BRITISH LEGION HALL, GUILDFORD ROAD** on **THURSDAY 14 DECEMBER 2023** at **7.30 pm**.

Committee Members present Cllrs Philippa Mitchell, Pat Tugwell, Isa Nagle-Taylor and Paul Chillman

Non-committee members present Amanda Pick (Parish Clerk), Briony Howarth (Assistant Clerk)

EF-027 APOLOGIES

Apologies were received and accepted from Councillors Jane Hill and Simon Schofield

EF-028 DECLARATIONS OF INTEREST

None

EF-029 MINUTES OF PREVIOUS MEETINGS

RESOLVED: The minutes of the meeting of 14 September 2023 were approved as a true record

EF-030 QUESTIONS FROM THE PUBLIC

None present

EF-031 CONSERVATION SUB COMMITTEE

Committee members were updated on the following areas:

- (i) Members discussed working parties set for February and March as suggested by the sub committee

RESOLVED: the suggestions were approved and it was agreed that the subcommittee will agree all future working parties with the Clerk.

- (ii) Members discussed working with Surrey Choices, who provide real-life work experience for adults with learning difficulties. They work in teams with 1 leader to approx. 4 clients. They do a lot of conservation projects around Surrey and have experienced leaders who bring equipment. They have health and safety procedures in place. They can offer the council 3 potential ways of working with us:-

- 1. Volunteering on NPC's work party days

If they have the space on those dates with leaders and clients, they can bring 1 leader and 4 clients. They like this for their clients as it means the clients get to meet and work with people from outside of the Surrey Choices community. **RESOLVED:** Option 1 agreed

- 2. Work on Official Surrey Footpaths

Surrey Countryside Access Team will pay for Surrey Choices to do work on official footpaths in Surrey. The Council would need to identify what work needs to be completed on the footpaths and ask the Countryside Access Team to put it on the list for Surrey Choices. Suggestions for this work would include putting in steps on the footpath through the woods as it approaches the Pirbright Road. Ditch/drainage maintenance and clearance on all 'named' footpaths on the Pond side of Normandy Common. **RESOLVED:** Option 2 agreed

- 3. Paid for Work

Surrey Choices cost £120/day for a team of about 4 leaders and 12-15 clients. They can undertake a variety of conservation work including scrub clearance, non-native removal, coppicing and so on. They are not permitted to work in water. The Conservation Sub-Committee suggest that we ask them to do a trial for example clearing the ruderals and scrub

outside Quinta Cottage and perhaps clearing an area of rhododendron. **RESOLVED:** Option 3 was agreed for up to three sessions.

(iii) Update on the Herbicide Policy

RESOLVED: The Council are awaiting a response from one user group of the Common, so it was agreed to delay the discussion on policy approval until the next meeting.

EF-032

NORMANDY COMMON

Committee members were updated on the following areas:

(i) Annual tree survey

RESOLVED: members considered 7 quotes for the tree works, Quote 3 will be recommended to full council for the contract.

(ii) Normandy Common Lane

The Clerk has sought legal advice in relation to the potholes which the Clerk circulated ahead of the meeting.

RESOLVED: The committee would like the Clerk to continue investigation and to submit a report to full council on 22 February.

(iii) Normandy Pond

Awaiting delivery of the new conservation signage

(iv) Height barriers

RESOLVED: delegate to clerk to action up to the committee ceiling of £2,500, anything over will go to full council. Insurance claim to be considered once the final price is known.

(v) Sports Clubs

The council need to improve communications with the tennis club, the email address we have for them gets no response. Clerk to find alternative forms of contacting the club.

Pavilion / Football pitch

The pitch has not been in much use in recent years, other than a local club that uses it for rounders matches in the summer, the dog club every Saturday morning and another who occasionally use the pitch ad hoc for practice. At the last committee meeting, hiring the pitch and pavilion to football clubs was discussed or else find an alternative use for the building and land. It was determined the village should not subsidise club external to the village.

The committee considered how to utilise the football pitch most effectively at minimum cost to residents. Doing nothing is not a cost effective option; for the building there are monthly facility checks, legionella checks, fire checks, electrical check, insurance. For the land there is mowing and general maintenance costs.

Members considered the following:

Option 1: To put the time, effort and funding into the current football facilities.

The Surrey Football Association (FA) has carried out a pitch inspection on our behalf and the Football Foundation have rated it as 'poor'. An increase in maintenance activities is required for the pitch to improve as it is not currently in a condition fit for purpose. They have funding available to support grass roots community football, but a club must be in situ. The funding would be for a 10-year maintenance plan with a six-year period of grant funding which tapers down over that time. This has a requirement that NPC continue funding for at least a further three years. The funding would be pitch size dependant.

The Clerk and Councillors Nagle-Taylor and Mitchell have been in discussions with someone who is keen to set up Normandy Youth FC. They have no funds at this stage but do have a

sponsor lined up and will be submitting grant applications where they can. They have registered “Normandy Youth Football Club” with the FA and plan to arrange for teams to play 9-a-side football next season in a local football league, starting September 2024, with training from the new year. It would start as U11s and grow from there. A management committee is coming into place. Financial support, or support in kind, would be required from NPC.

Option 2: Members considered repurposing the pitch and pavilion. Including:

Pitch	return to nature
	leave as informal pitch for community use only
Pavilion	repurpose to public toilets
	lease out pavilion to a private company

RESOLVED: Members are keen to support the new club and to start with agreed to use by the u11s using a 9v9 pitch, marked out by the club with cones. The fee is to be set at £10 per hour for pitch and pavilion usage on a Sunday morning. The council will meet with the club at the end of January to hear an update on their progress, with a full review in March. Clerk will ask the club not to go to the edge of vegetation, we will be leaving a 2m grass boundary when we resume the cutting regime in April.

EF-033

MANOR FRUIT FARM

Committee members were updated on the following areas:

- (i) Play Area Development
Still awaiting outcome from COF whether funding has been awarded. Currently working on design brief and tender documents. Cllr Mitchell asked the councillors to consider removing the gym equipment due to it coming to the end of its life, being expensive to maintain and could be included within our tender.
RESOLVED: councillors agreed removal of gym equipment at the time of the redevelopment if necessary.
- (ii) Peace Garden update
RESOLVED: No progress, it was agreed to delay the discussion on policy approval until the next meeting.
- (iii) Signage at MFF
RESOLVED: No progress, it was agreed to delay the discussion on policy approval until the next meeting.
- (iv) MFF working group
Residents are concerned about the placing of the sign for the Cricketers Pub as it is not located on MFF and seems confusing.
RESOLVED: the committee agreed it should be suggested to NCC that it is removed and placed elsewhere, but only temporarily and keep within any laws about temporary signage.
- (v) CCTV
RESOLVED: No progress, it was agreed to delay the discussion until the next meeting.

EF-034

ALLOTMENTS

Committee members were updated on the following areas:

- (i) Fencing budget has been used up for car park. Cllr Mitchell has recommended that it's repaired when budget is made available next year.
RESOLVED: councillors agreed to postpone fencing until next financial year.
- (ii) Tennant contracts

RESOLVED: Members noted the process on amending fees and contracts inline with The Allotment Act and postponed the discussion to the summer committee meeting.

EF-035 WILDFIRE RISK ASSESSMENT

Committee members were circulated the draft risk assessment ahead of the meeting.

RESOLVED: Members agreed the risk assessment's adoption and it will be shared with organisations on MFF and Normandy Common. It was noted the Clerk has had signage made to alert residents when the risk of wildfire on MFF or NC is high.

EF-036 LITTER BINS

Due to the drastic price increase for emptying parish owned litter bins, Members considered further streamlining of bins within the parish. It is not clear who is going to be emptying the bins next year between GBC or a private contractor. A suggestion was that the dog poo bins are removed and move to multi-purpose bins.

RESOLVED: The councillors agreed to defer this until the next meeting.

EF-037 GENERAL MAINTENANCE

Discussions were held about increasing the hours / hiring another maintenance person due to the volume of work.

RESOLVED: Members noted the handyman tasks completed and agreed forthcoming tasks required. Additional budget of £1,500 has been allocated for next financial year.

EF-038 COMMITTEE BUDGET

(i) Draft budget 2024/25

Tree works is currently budgeted at £4,000 it was recommended that this was increased due to the cost of quotes coming in for the work that is recommended by the tree survey.

RESOLVED: Councillors agreed to move the £350 in ear marked reserves.

(ii) Ear Marked Reserves 2023/24 & 2024/25

It was proposed that the remaining 2023/24 EMRs go to signage at the pond and work at the allotments

RESOLVED: EMRs can only be used for their intended purpose. It was noted that any money remaining next year could be used for the following; maintaining roads and car parks in the village, more noticeboards, or play features. Councillors agreed to look at options for ear marked reserves to discuss at the next meeting.

EF-039 ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

None

There being no further business the meeting closed at 21.53